

HSPD-12 PIV-1

DOC SPONSOR

Role:

Acts on behalf of the Department or agency to request an Applicant be issued a PIV card after completion of appropriate identity authentication and background checks.

Must Be:

- A Federal employee
- Authorized in writing by Agency Identity Management Official
- In a position of responsibility:
 - HR Advisor, Specialist, or Assistant
 - CO, COR, or COTR
- Trained on Sponsor responsibilities
- In possession of PIV card

Location-Specific Details:

PCIF's Operation Plan/procedures further delineate details of the Sponsor's duties at each location.

CORs may request assistance from their servicing OSY PCIF

Acronyms:

HSPD-12: Homeland Security Presidential Directive – 12

NACI: National Agency Check with Inquiries

OSY: Office of Security

PCIF: PIV Card Issuing Facility

PIV: Personal Identity Verification

FORM	POSITION SENSITIVITY	CODE
85	Low Risk	1
	Low Risk ADP	1C
85P	Moderate Risk	5
	Moderate Risk ADP	5C
	High Risk	6
	High Risk ADP	6C
86	Noncritical Sensitive	2
	Noncritical Sensitive ADP	2C
	Critical Sensitive	3
	Critical Sensitive ADP	3C
	Special Sensitive	4
	Special Sensitive ADP	4C

QUICK START

On-Site Card Issuing Facility

1. **Provide** Applicant with appropriate forms and information before arrival by referencing OSY website or sending via mail/e-mail:
 - Training, I-9 form, background investigation forms.
 - Information: Privacy Act information, appeals process, rights and responsibilities; and instruct to report with two IDs (one must be Federal or state photo ID).
2. **Identity Proof:**
 - Review background investigation documents for completeness.
 - Visually inspect, validate, and copy identity source documents; verify that picture on identity documents is of Applicant.
 - Complete and sign PIV Request and I-9 forms.
3. **Escort** Applicant to Registrar with investigation documents, PIV Request Form, photocopy of two IDs, I-9 form, and training certificate.
4. **(Later) Inform** Applicant of NACI results.

Remote Locations or Non-Card Issuing Facility

1. **Provide** Applicant with forms and information (as above), two blank fingerprint cards and instruction on obtaining passport-quality photo.
2. **Instruct** Applicant to report with completed forms, IDs, photo and completed fingerprints to a designated Enrollment Official.
3. **Forward** signed PIV Request Form to Enrollment Official.
4. **(Later) Inform** Applicant of NACI results.
5. **Receive** packet from Enrollment Official.
6. **Send** packet to Registrar.

Card Renewal

Same as above if there is no I-9 or background investigation on file. If Applicant has a NACI or equivalent on file, as well as an I-9 form, submit a copy of the I-9 and the signed PIV Request Form (with investigation information filled in) to Enrollment Official and/or Registrar.